

THE VILLAGE OF ARTHUR ILLINOIS  
REQUEST FOR PUBLIC RECORDS  
OFFICIAL REQUEST FORM  
INSTRUCTIONS AND INFORMATION

- a. In Section 1, describe the public records that you wish to inspect or to have copied or certified. Please be precise about what records you seek. You may use a separate sheet if necessary.

Indicate whether you request only to inspect the public records at the Village Hall or whether you also request to have the public records copied or certified by checking the appropriate spaces.

- b. By submitting this Request Form, you are agreeing to pay to the Village, in advance of receiving copies of any public records, the copying and certification fees set forth in Section 2.

The fees set forth in Section 2 may be waived or reduced by the Freedom of Information Officer on determination and proof that the purpose of your request is primarily to benefit the general public and that you will receive no significant personal or commercial benefit from your request. If you wish to be considered for a fee waiver or reduction, you must complete and sign the statement set forth in Subsection 2.B.

- c. In Section 3, indicate the purpose for which you are requesting the public records identified in Section 1. You must provide the information in this Section.
- d. The Village will not mail copies of public records except upon satisfactory proof that it would be unduly burdensome for you to inspect or pick up the copies at Village Hall and then only upon advance payment of the actual cost of postage. If you wish to request mailing of the requested records, you must complete and separately sign the statement set forth in Section 4.
- e. You must provide the information requested in Section 5
- f. You must sign the statement set forth in Section 6.

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The Village will disclose the public records requested on this Request Form within 21 Business Days after the receipt of this Request Form for all requests made for commercial purposes, and within five Business Days for all other requests, unless the applicable response period is extended as provided by law or the request is denied. All extensions and denials will be in writing and will state the reasons therefor. The Requestor may seek review of a denial by the Public Access Counselor of the Office of the Illinois Attorney General. Judicial review is available under Section 11 of the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.*

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B. I request a waiver of fees set forth in Subsection A above, and in support of my request I hereby certify that I will gain no significant personal or commercial benefit from the public records herein requested and that my principal purpose in making this request is to benefit the general public by disseminating information concerning the health, safety, welfare, or legal rights of the general public in the following specific manner:

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**3. Purpose of Request**

Please check Yes or No for each of the following questions:

	<u>Yes</u>	<u>No</u>
A. I am requesting the public records identified in Section 1 above to use the records, or the information derived therein, for sale, resale, solicitation, or advertisement for sales or services.	_____	_____
B. I am, or represent, news media or a non-profit, scientific or academic organization.	_____	_____
C. The principal purpose of this Request for Public Records is to access and disseminate information concerning news and current or passing events.	_____	_____
D. The principal purpose of this Request for Public Records is for articles of opinion or features of interest to the public.	_____	_____
E. The principal purpose of this Request for Public Records is academic, scientific, or public research or education.	_____	_____

Pursuant to Section 3.1(c) of the Freedom of Information Act, it is a violation of the Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose. Each request for a public record or category of public records made in violation of this requirement (whether made as part of a single or multiple written requests) shall be subject to a fine of \$750 and such other penalties allowed by law.

**4. Request for Mail Delivery**

\_\_\_\_\_ I request that the Village mail copies of the requested public records to me at the address set forth in Section 5 below. I hereby agree to pay the actual postage for mailing before the records will be mailed. It would be unduly burdensome for me to pick up the requested records at the Village Hall because:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I do not request mail delivery of any of the requested public records.

**5. Requestor**

A. Name of Requestor: \_\_\_\_\_

B. Name of person for whom records are being requested (if not Requestor):  
\_\_\_\_\_

C. Address for Responses, Decisions, and Communications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Telephone Numbers of Requestor:

Day: \_\_\_\_\_

Evening: \_\_\_\_\_

E. E-Mail Address \_\_\_\_\_

**6. Signature of Requestor:**

By signing this Request, I acknowledge and represent that I have reviewed, and that I understand, The Village of Arthur Rules and Regulations for Implementation of the Illinois Freedom of Information Act and that all of the information provided in support of this request is true and accurate.

\_\_\_\_\_  
Signature of Requestor

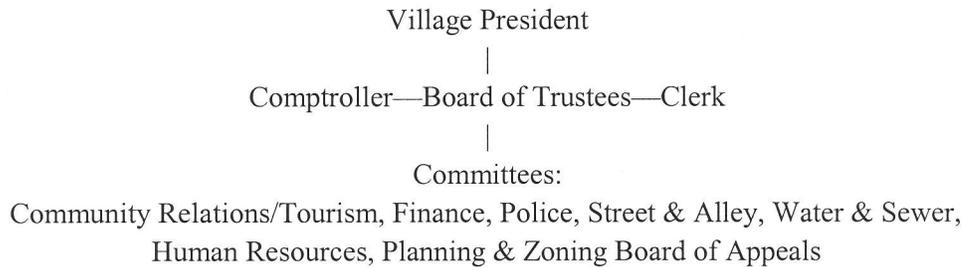
\_\_\_\_\_  
Date

ARTHUR, ILLINOIS

Fiscal Year 2012-13

The purpose of the Village Board of Arthur, Illinois is the administration of the Village of Arthur and provision of services to its residents. The Village President and Board of Trustees exercises control over policies and procedures.

\* The organizational chart is as follows:



*Current Board members are:*

Village President – R. Matthew Bernius

Clerk – Jennifer Perrine

Trustees – Terry L. Clark, Iris L. Dicks, Karen J. Good, J. D. Kuhns, Larry E. Miller, Dave Tiffan

*Advisory Boards are:*

Planning & Zoning Board of Appeals

Kerry Pate – Chairman

William Salrin, Darrell Jean, Sr., Virgil Chandler, Jared Blaudow, Duane Hopkins,  
John Mammoser, Phillip E. Kitchen

\* The 2012-13 approved appropriations is \$3,185,667. The 2012-13 proposed operating budget is \$2,135,296.

\* Current Employees: Full-time – 9; Part-time - 9